



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
April 19, 1993

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government Fiscal Responsibility and Reducing Perquisites."
2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.
3. Coverage. This Bulletin applies to all Executive Departments and Agencies.
4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.
5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President's policies and attached guidance both in spirit and in fact.
6. Effective Date. The provisions of this Bulletin are effective upon issuance.
7. Information Contact: Inquiries should be directed to the person named in the attachments.

A handwritten signature in dark ink, appearing to read "Leon E. Panetta", written over a horizontal line.

Leon E. Panetta
Director

Use of Government Aircraft

Policy: The taxpayers should pay no more than necessary to transport Government officials. In general, government aircraft shall not be used for nongovernmental purposes. When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available.

Scope and Coverage: This guidance applies to Executive Departments and agencies.

Definitions: For purposes of this guidance, definitions for “government aircraft,” “full coach fare,” “reasonably available,” and “official travel” are the same as defined in OMB Circular a-126. In addition:

Aircraft configured for passenger use means fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the aircraft flight crew, whether or not the seats are normally installed in the aircraft. This designation is made based on capability, not on use. In the case of the Department of Defense and the Coast Guard, this designation means fixed-wing “Operational Support Aircraft” (OSA).

Senior Executive Branch Officials mean civilian officials appointed by the President with the advice and consent of the Senate and Civilian employees of the Executive Office of the President (EOP).

Actions:

- a. Agencies may authorize the use of government aircraft by Executive Branch officials and employees only for travel to meet mission requirements or other travel for the conduct of agency business and then only when commercial airline or aircraft (including charter) service is not reasonably available, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization shall be granted in accordance OMB Circular A-126.
- b. Agencies shall report all uses of government aircraft by Senior Executive Branch Officials, including for mission travel. In addition to information on non-mission travel by Senior Federal officials and others already reported under OMB Circular A-126, these reports must include the amount of reimbursement collected for travel by Senior Executive Branch Officials. As provided in the Presidents February 10 memorandum, documentation of use of government aircraft by Senior Executive Branch Officials must be “disclosed to the public upon request unless classified.”
- c. The Administrator of General Services shall modify the current guidance on agency reports on non-mission uses of government aircraft to incorporate the additional requirements in subparagraph b. above. The revised guidance should be issued no later than 60 days from the date of this Bulletin.
- d. The Administrator of General Services shall evaluate the reports on agencies’ continuing need for aircraft configured for passenger use in the context of the aircraft inventory data and other information maintained by GSA and shall provide OMB the results of such evaluation.

Exceptions:

- a. The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of the Central Intelligence may use government aircraft for travel other than (1) to meet mission requirements or (2) for the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.
- b. "Space Available" travel shall continue to be authorized consistent with the provisions of OMB Circular A-126.

Reporting: Not later than 45 days from the issuance of this guidance, agencies shall report on their continuing need for aircraft configured for passenger use. These reports will be provided in the format and according to instructions given in Exhibit 3A. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

Contact: Jack Kelly, OMB, (202) 395-6106.

Attachments

Exhibit 3A
Exhibit 3B

Agency Report on the Continuing Need for Aircraft Configured for Passenger Use

The February 10, 1993 Presidential memorandum on "Restricted Use of Government Aircraft" requires agencies to report to OMB on their continuing need for aircraft configured for passenger use. For purposes of meeting this requirement such aircraft have been defined to be "fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the flight crew, whether or not the seats are normally installed in the aircraft." To meet this requirement, agencies shall:

1. Submit a copy of the agency's 1992 FAMIS inventory list (or the 1991 list if 1992 is not available) annotated as follows:
 - a. Mark the list to indicate all changes in location and mission that have occurred since the list was published as well as the "Del. Dt." Column for aircraft removed from inventory. For aircraft removed from the inventory, note the type of disposal (e.g., transfer, sale, donation, etc.) and to whom title was transferred, in addition to the data deleted from the inventory.
 - b. Amend the FAMIS list to add any aircraft acquired since the FAMIS list was published or aircraft that are included in the agency's property records that were not reported to FAMIS. Such aircraft might include aircraft that are in non-operational status, e.g., storage, and seized or forfeited aircraft that have been acquired subsequently for agency use. Do not list aircraft that are on loan to a state or local government or seized or forfeited aircraft which the agency has not acquired for use.
2. For each aircraft on the annotated FAMIS list that is configured for passenger use, mark "P" in the left margin next to the Aircraft Type.
3. For other aircraft, mark "NP" in the left margin next to the Aircraft Type.
4. List the Aircraft Type and FAA No. (i.e., "tail number") for each aircraft marked "P" on the FAMIS report on the separate "Report on Aircraft Configured for Passenger Use," the format for which is provided as Exhibit 3B, and provide the remaining information as follows:
 - a. Passenger Capacity, Designed and Normal – indicate in the appropriate columns the number of passenger seats that the aircraft is designed or capable of holding (including seats that are designed to be moved in on an as needed basis) and the number of seats the aircraft carries normally.
 - b. Annual Hours Flown – indicate the number of hours aircraft was flown in 1991, 1992, and thus far in 1993.
 - c. 1992 Operating Costs – indicate the total operating costs for the aircraft in FY 1992. These costs should include the total of both the variable and fixed cost elements defined in OMB Circular A-126.
5. For each aircraft listed on the "Report on Aircraft Configured for Passenger Use," provide a paragraph justifying the use of the aircraft. Justifications are:
 - (1) commercial aircraft or aircraft services are unable to meet the agency's need; or
 - (2) the agency can operate its aircraft at lower cost than it can acquire the comparable service from commercial sources.

Each of these justifications should be explained in sufficient detail and the agency should provide copies of any reports or other analyses that support them. If several aircraft are justified on the same grounds, they may be grouped together and justified in the same paragraph.

6. Submit the annotated FAMIS list, the "Report on Aircraft Configured for Passenger Use," and the justification paragraphs to OMB by April 12, 1993. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

